

## HOW TO USE THE TOPICAL INDEX AND ABSTRACTS OF THE IMPLEMENTATION UPDATES

### **Background**

The Implementation Update (IU) was created to provide information and updates pertaining to enhanced benefit services. Implementation Updates are jointly generated by the Division of Medical Assistance and the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services, with the first update being published in January 2006. This form of communication is vital to the staff of both Divisions as well as to LMEs and provider agencies.

### **The Index**

A topical index and abstract has been developed for the Implementation Updates.

- This document was done in Excel to assist users in quickly accessing information about a particular topic or subject.
- The index is arranged chronologically in descending order with the most recent communications appearing first.
- To help locate the specific Implementation Update(s) in which a certain topic of interest can be found, these documents can be sorted by IU#, date, title or subject. When any of these headings is filtered, all the communications within that category will appear.
- The subject selections are broad topical categories. The titles conform to the title of the article in the IU in most cases or a more specific title is used if it would better convey the focus of a specific communication.
  - For example, if someone wants to review all the policy updates concerning the CAP-MR/DD waiver, by selecting CAP-MR/DD as a subject, all Implementation Updates concerning the waiver will be pulled up and articles with various titles can be found (e.g., Completing Plans of Care and Continued Need Review Requests; State Funds Supplementing CAP-MR/DD Services; Technical Amendment #4; Nutritional Supplements; Waiver Update, etc.).
  - A brief description of the information conveyed within an IU about a given topic is included.
  - This abstract captures the essence of a particular communication. When applicable, hyperlinks are included to take the user to other documents pertaining to that subject.
- A wide variety of topics can be researched including endorsement, reimbursement and billing, service authorization, continued need reviews, provisionally licensed provider, accreditation, appeals, etc.
- The Implementation Updates typically contain several different topics. When that occurs, each topic is broken down into a separate title or subject and sometimes even more discretely refined within a given category.
- A word search can be done when a certain topic is not listed in either the subject or title selections.
- This abstract is designed to be an efficient tool for researching a topic. The intent is to guide the user to the actual source document for more detail.
- The most recent policy clarifications or directives supersede or add additional information to all previous ones addressing the same issue. In cases where a subsequent communication provides clarification on a previous policy, the policy that is being clarified is referenced in the summary.

By downloading and saving this index, users are able to tailor a query to their specific needs. This index will be updated as new Implementation Updates are published.